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Library Trustee Minutes 11/08/11

Meeting of the Board of the Library Trustees
Tuesday, November 8, 2011

Call To Order

Chairman Brigid Kennedy-Pfister called the meeting to order at 7:18 pm. Attending were trustees Heather Calvin, Katherine Fennelly, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending were library director Maryellen Loud and assistant director Ryan Livergood.

Approval of Minutes

The trustees reviewed the minutes from the October 11, 2011 meeting. The trustees requested that under the Communications section, the date of the MFOL/MLTA conference be amended to Saturday, November 5 from the incorrect date of November 15. Ms. Fennelly made a motion to accept the minutes as amended. Ms. Radochia seconded the motion and it passed unanimously.

Communications

Ms. Kennedy-Pfister shared with the trustees a lengthy letter that she had just received from Boston College. The letter indicated that the organization wanted to provide the Robbins Library the unique educational opportunity to be a part of the Boston College Educational Seismology Project (BC-ESP). Representatives from the Weston Observatory of Boston College would like to schedule a meeting to discuss the possibility of locating a seismograph at the Robbins Library. They are currently in the process of selecting candidate libraries and the program would take place in the September 2012 to January 2013 time frame. The trustees briefly discussed the pros and cons of participating in this program, including what staff time might be involved and potential costs to the library. The trustees agreed to defer a decision on whether or not to pursue this opportunity for a month to provide sufficient time to review the proposed project.

Community Time

No members of the community were present.

Director's Report

The trustees reviewed the director's report. An inquiry was made what exactly was meant by eMedia. Ms. Loud explained that eMedia in the report referred to the library's OverDrive collection, a subscription service that provides patrons access to ebooks and audiobooks. When the library invests in this collection, it is only leasing the content rather than buying and permanently owning the content. Ms. Calvin inquired how exactly the OverDrive service worked. Mr. Livergood attempted to explain the basics, indicating that the process is not very user friendly at this time. Ms. Fennelly shared her experience using the OverDrive service and shared the opinion that the service is not user friendly. Mr. Murphy expressed that how libraries deal with ebooks is a difficult issue and getting more and more complicated all of the time. He attended a session at the MFOL/MLTA conference on ebooks in libraries and learned how other libraries in Massachusetts are dealing with ebooks. Mr. Murphy is going to meet with Mr. Livergood and discuss what he learned about ebooks in libraries at the conference. Ms. Loud indicated that the

library currently owns some eReaders and, thanks to the Friends, has the money to purchase more. There is a plan in progress to give staff the opportunity to use these devices in-house so they can share with the public knowledge on how to borrow ebooks from the library.

Ms. Loud reported that she has not yet secured a corporate sponsor for the "Plugged In at the Robbins" series but that she will continue her efforts. Ms. Loud explained that to move "Plugged In" forward in the meantime, we are working on programs we can do as staff without outside presenters, such as the Technology Gift Guide Showcase event that Mr. Livergood is organizing on December 7.

Mr. Murphy asked about the marketing plan. Ms. Loud discussed how a marketing PIT was organized a few years ago. As a result, many great ideas were generated and now the library has a basic marketing plan. The next step is to assign individuals to work on the various pieces of the plan. Before that can be done, the work of the emerging technologies committee that Mr. Livergood is in charge of must be finalized, and that should be done by next month.

Ms. Loud reported that one of the Community Read events, the presentation on Islam, has occurred with several more events upcoming. Ms. Loud spoke with the Town Manager and they discussed the exact terminology that could be used in advertising for a new trustee, which included someone with an interest in children's services and excellent marketing, communication, and writing skills. The trustees discussed the Friends Appreciation event on Wednesday,

October 19. Ms. Kennedy-Pfister, Ms. Muldoon, and Ms. Radochia were all in attendance. It was a fantastic event with a great turnout, and Ms. Muldoon commented on how excellent all of the speeches were.

FY 2013 Budget

Ms. Loud indicated that in terms of the FY 2013 budget, level service equals level funded. Regardless, the deputy town manager indicated that we can submit a memo requesting a budget with increases that at least meet the state municipal appropriation requirement. Ms. Loud explained how a level funded budget still does not meet the state municipal appropriation requirement (MAR). The trustees discussed how important it was to make the case for a budget that meets the MAR as there is a danger that the town, for the third year in a row, will not meet the state's municipal appropriation requirement and unless the state grants a waiver, the town will face de-certification and the potential loss of borrowing privileges at local libraries. Ms. Loud discussed the "Potential Additions to FY 2013 Budget" document that was provided and the justifications for these costs. After a lengthy discussion the Board directed Ms. Loud to submit funding requests for personnel for Thursday morning hours, Sunday afternoon hours, a partial day at Fox to relieve the Friends of Fox from this commitment, part-time library assistants in the Circulation Department and for technology and a replacement for the Technology Librarian in the Saturday rotation. Ms. Loud also reported that the FY13 request already submitted included increases for materials and other items as well as salary increases approved through the collective bargaining process.

Revision to Holiday Schedule-2012

Ms. Loud discussed the New Years Day holiday closings. On any Sunday holiday, the whole town is closed on the following Monday. Thus, since New Years Day is on Sunday, January 1, 2012, the library will be closed on Monday, January 2, 2012 per Union Contract/Town Bylaws. The trustees also discussed the Veterans Day holiday in 2012. Ms. Loud indicated that when a few of the staff heard we would be open on November 11, 2012, they felt it was disrespectful to Veterans. According to the Commonwealth, the legal Veterans Day holiday is on Sunday, November 11, even though it is a November 12 federal holiday. However, the Commonwealth also recognizes that businesses can be opened in afternoon on Sunday, November 11. Ms. Loud discussed this with town counsel, and if the library were to be open on Sunday, November 11 there would be no legal violation. After further discussion by the trustees, Ms. Fennelly made the motion to open the library on Sunday, November 11, 2012. Ms. Radochia seconded and the motion passed.

Outline for Annual Report

Ms. Loud inquired whether or not the trustees wanted to make any changes on how the Annual Report was usually formatted and written. The trustees felt that no changes were necessary.

Fundraising

Ms. Loud reported on the progress of the \$2000 matching funds for youth services fundraising campaign. There has not been a lot of money coming in, so it is time to intensify the campaign. Ms. Loud will put this campaign as a banner headline on the website, increase visibility promoting the campaign within the library, promote the campaign using social networking more aggressively, and explore putting something in the Advocate.

Ms. Loud reported that the November materials solicitation letter, which will be sent solely by the Friends of Robbins Library, is under review by John Gearin, President of the Friends and will be mailed at the end of November.

Ms. Loud also reported that Kathryn Gandek-Tighe has generated a list of names for possible foundation candidates. Ms. Fennelly indicated that the Thank You letters were going out for Sundays sponsorship. Ms. Kennedy-Pfister inquired whether there has been anything in the Advocate lately thanking people for supporting the library, and Ms. Loud indicated there has not been anything lately.

Policies for Approval

The trustees reviewed and discussed a number of policies.

- The trustees reviewed and discussed the “Use of Staff Equipment and Supplies by the Public” policy. Ms. Kennedy-Pfister asked that the terminology of “office equipment” be added into the Purpose section. In addition, she asked that under the first paragraph in the Policy section, the “e.g. paper cutters” be amended to “e.g. paper cutters, staff computers”. Ms. Fennelly made the motion to adopt this policy with these changes and Mr. Murphy seconded. The motion passed unanimously.
- The trustees reviewed and discussed the “Volunteers” policy. A section regarding CORI checks has been added. The trustees agreed to change the term “homebound volunteer” to appear in the policy as “homebound delivery program volunteer”. Ms. Fennelly made the motion to adopt this policy with these changes and Ms. Radochia seconded. The motion passed unanimously.
- The trustees reviewed and discussed the “Distribution of Free Literature and Soliciting” policy. Ms. Loud added in paragraph six, “No items may be sold by any individual or group using the library without the written advance permission from the Board of Trustees. Application should be made through the Library Director at least one month prior to the meeting.” Ms. Kennedy-Pfister suggested amending this by eliminating “at least one month prior” and the trustees agreed. Ms. Fennelly made the motion to adopt this policy with these changes and Ms. Muldoon seconded. The motion passed unanimously.
- The trustees reviewed and discussed the “Problem Patrons” policy. Ms. Kennedy-Pfister asked that the third paragraph be moved in between paragraphs one and two. Ms. Kennedy-Pfister made the motion to adopt the policy with this change and Mr. Murphy seconded. The motion passed unanimously.
- The trustees reviewed and discussed the “Problem Patron Procedures” policy. The “Nonproblem Behavior” heading will be eliminated. Under the “Inappropriate Use of the Library” section, the examples of inappropriate use to add include “gathering signatures for ballot initiatives” and “using the facility for running your business”. In the “Inappropriate Use of the Library” section, the language of “if the person refuses to behave more appropriately” will be replaced with “if the person refuses to comply”. Under the “Misuse of Staff Time” section, “If the patron demands that a staff member perform functions that are inappropriate” will be changed to “If the patron demands that a staff member perform functions that are outside the scope of regular library duties”. The dates the policy was approved and amended should be removed from the middle of the policy and placed at the end of the policy. The “Procedures for Dealing with Problems Regarding Children” will be changed to “Procedures for Dealing with Children” throughout the policy. The asterisks for the guide should be put in one location within the policy. Under the “Vulnerable or Unattended Children”

section, the language that reads “walk around the Children’s area with the child” should be changed to “walk around the immediate area with the child”. The (2) next to “Vulnerable child” on the last page should be removed. Ms. Fennelly made the motion to adopt this policy with these changes and Mr. Murphy seconded. The motion passed unanimously.

Ms. Kennedy-Pfister reminded the trustees that at future meetings, only two or three policies maximum would be reviewed per meeting.

Friends Update

The trustees discussed the Friends Appreciation event and again remarked what a wonderful event it was. Ms. Loud reported that on Thursday, December 1st at 7:30 pm there will be a presentation by Michael Brophy on Irish-American Catholic Genealogy. On Thursday, January 26 at 7 pm there will be a “New Age Gawain and the Green Knight” performance by Diane Edgecombe. ~The Friends are also co-sponsoring the “Taste of New Orleans” Community Read event at Town Hall on November 13 at 2:30 pm.

Other

No other topics were discussed

Date of Next Meeting

The next trustees’ meeting will be held on December 13, 2011 at 7:15 pm.

Adjournment

Mr. Murphy moved to adjourn the meeting. Ms. Kennedy-Pfister seconded the motion and it passed unanimously. Meeting was adjourned at 9:20 pm.

Documents provided:

- November 8 Meeting Agenda
- Minutes from the October 11, 2011 Meeting of the Robbins Library Board of Trustees
- Director’s Report for October 2011
- Proposed Outline for the Annual Report
- Holiday Closings
- Potential Additions to FY 2013 Budget
- Examples of Inappropriate Use of the Library
- Distribution for Free Literature and Soliciting policy
- Use of Staff Equipment and Supplies by the Public policy
- Volunteers policy
- Problem Patrons policy
- Problem Patron Procedures policy

